



## RECRUITMENT PACKAGE

### CHIEF OF POLICE TOWN OF EAST HARTFORD, CONNECTICUT

This recruitment package outlines factors of qualification and experience identified as necessary and desirable for candidates for the Chief of Police position.

The contents of this recruitment package include a job description for the position and also an employment application.

All inquiries relating to the recruitment and selection process for the Chief of Police and completed employment application should be e-mailed to:

Monica L. Marchese  
[Marchese66@msn.com](mailto:Marchese66@msn.com)  
Telephone: 860-728-2266

The position will remain open until sufficient applications are received. The most qualified applicants will be invited to participate in an examination; these candidates will be required to submit three letters of reference. The top applicants will then be invited for an interview with the Mayor. All candidates will be advised of their status once finalists have been selected.

Applicants must be Connecticut P.O.S.T. (Police Officers Standards and Training) certified or eligible for comparative certification by Connecticut P.O. S.T. Council.

## **Community Background**

The part of the lands once inhabited by the Podunk Indians saw its first permanent colonists in 1635, when Thomas Hooker and his followers came from Cambridge, Massachusetts, to found Hartford. The east side of the Connecticut River was at that time part of Hartford. The first petition by residents to establish a separate Town was rejected by the General Assembly in 1726. Several more petitions were submitted between that year and 1783, when the Assembly at last gave its approval to the incorporation of East Hartford. The Town then received its Charter from the State of Connecticut on land area taken from the City of Hartford.

The Town of East Hartford is located directly east of the Capitol City of Hartford on the east bank of the Connecticut River, encompassing a land area of 18.7 square miles. The Town is bordered by Glastonbury on the South, Manchester on the East, and South Windsor on the North. East Hartford is served by regional and national rail lines and Bradley International Airport is twenty miles to the northwest. The Connecticut River provides water access to Long Island Sound, 30 miles to the south.

East Hartford is the home of over 75 diversified manufacturing plants and 1,400 small businesses. Principal products include: aircraft engines, soda bottling, optical character recognition systems, machine tools, dye, precision parts, aircraft engine parts, winches, sheet metal fabrications, pneumatic valves, firearms, photo processing, printing paper products, shotgun chokes, marking machines, electronic test equipment, and storage racks.

## **The People**

East Hartford is a traditional New England residential community with a rich history and diverse population of approximately 50,000 people. Located on the east bank of the Connecticut River across from Hartford, it strives to maintain a small town image with its neighbors Glastonbury, Manchester and South Windsor. At the same time East Hartford has the largest Police Department east of the River.

East Hartford's quality of life is strengthened by the array of services offered: a top notch education system, many cultural and recreational opportunities

The combination of services, available housing opportunities and a strong sense of community make East Hartford the ideal Town to build a career.

## **Government Organization**

The Town functions under the strong Mayor/Council form of government with the Mayor acting as the Chief Executive Officer. All legislative authority of the Town is vested exclusively in the nine member Town Council. The Chairman of the Town Council is also the Deputy Mayor and is empowered to exercise the powers and duties of the Office of the Mayor in the event of her absence.

The Town provides the full range of municipal services as directed by State statute and the Town Charter. These include police and fire protection, parks and recreation activities, street construction and maintenance, planning and zoning, health and social services, education and general administrative services.

## **Miscellaneous statistics:**

Date of incorporation	1783
Form of government	Strong Mayor/Council
Area	18.7 square miles
Population	approximately 50,000
Recreation and culture:	
Number of parks	24 with 650 acres
Municipal golf course	1
Number of libraries	2

## **The Police Department**

### **Mission Statement**

The Mission of the East Hartford Police Department:

- Safeguard life and property
- Preserve the peace
- Enforce the law
- Prevent and detect crime
- Provide a safe community
- Enhance the quality of life
- Protect the rights of all citizens

## **Vision statement**

The East Hartford Police Department is committed to providing the highest quality of police services to the people who live, work and visit the Town of East Hartford.

We will constantly evaluate and improve our efforts to enhance public safety with the goal of improving the quality of life for our citizens while respecting individual rights and maintain a high degree of professionalism.

## **Philosophy**

Through teamwork and in partnership with our citizens we are committed to identifying and resolving issues that impact public safety. We strive to make our community a safe place to live, work and play through a true community oriented policing attitude.

- Respect – We are committed to respecting the individual rights, human dignity and the value of all members of the community and the police department.
- Integrity – We are committed to building public trust by holding ourselves accountable to the highest standards of professional conduct and ethics.
- Dedication – We are committed to providing quality service and the highest quality of law enforcement service to the community with the goal of enhancing the quality of life.
- Pride – We are committed to conducting ourselves in a manner that brings honor to ourselves, the department, and the Town of East Hartford.

## **Current and Future Objectives and Challenges**

The police department will continue to provide an efficient and effective level of service to the public. This will be accomplished through operational emphasis on:

- Police Omnipresence
- Positive Field/Citizen contracts
- Motor Vehicle Law Enforcement

Economic conditions in the region continue to deteriorate. As the economy continues to slide there is a likelihood that there will be an increase in crime (i.e. Robberies, Larcenies, and burglaries).

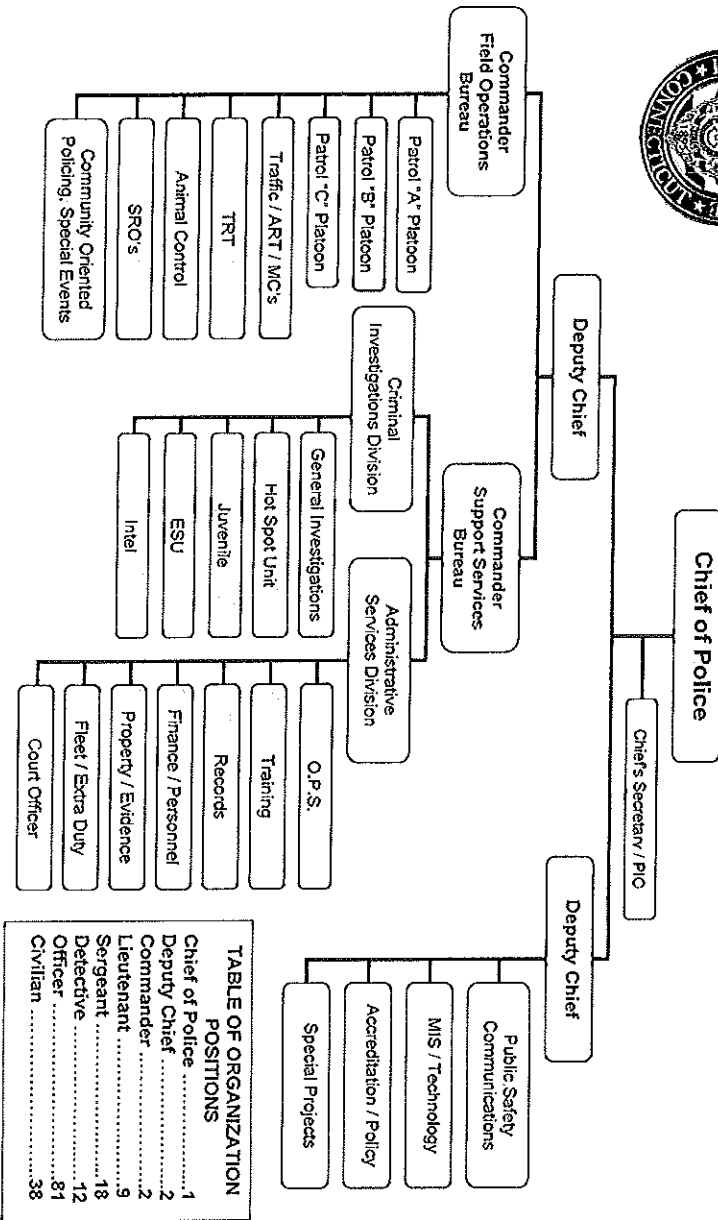
Emphasis will be placed on partnerships with the Board of Education and Youth Services. Working together we will be able to develop a comprehensive, Town wide, approach to youth and juvenile issues.

The department is better positioned to deal with current and future changes in the community due to Rentschler Field development. Emphasis will be placed on developing programs (i.e. Traffic, Crowd Control, and quality of Life issues) that will manage the impact of development and "build-out" of the site which will bring major changes to the community.

Due to staffing cuts and the economic condition of the Town, the Department was reorganized into two bureaus: Field Operations and Support Services (See Table of Organization below). Emphasis will be placed on law enforcement services with the addition of the proactive Hot Spot and Traffic Unit.



**EAST HARTFORD POLICE DEPARTMENT**  
**TABLE OF ORGANIZATION**  
February 2013





### **FRINGE BENEFITS AS DEFINED BY POSITION**

**Salary:** Salary ranges up to \$115,000.

**Workweek:** The workweek is a minimum of 40 hours (daily 1 hour unpaid lunch). However, the Police Chief is expected to work in excess of 40 hours as necessary to fulfill and maintain the workload of the department. This may include working evenings and/or weekends to attend meetings, hearings, budget workshops, etc., or as deemed necessary by the Mayor.

**Retirement:** Enrollment in the Town's 457 Plan whereby the Town contributes 8.5% and the Police Chief contributes 4% of salary.

**Vacation:** A minimum of 15 annual days of vacation effective upon initial date of appointment. At the Mayor's discretion, an additional 10 annual vacation days may be granted to the Police Chief. The Police Chief is eligible to accumulate up to 75 vacation days, payable upon separation.

**Separation from Service:** The Police Chief shall not be terminated without cause, as defined by Connecticut Statute or Town of East Hartford Charter.

#### **Miscellaneous Benefits:**

***Health Insurance:*** The Police Chief may participate in the Town's health insurance plan but will be required to pay a 16% premium share effective July 1, 2009, subject to amendment by the Mayor. Such deductions shall be made under the existing Town adopted IRC Section 125 Plan and shall be deducted on a pre-tax basis. Alternatively, the Police Chief may opt out and receive compensation at a rate defined by Town Policy and Procedures.

***Life Insurance:*** The Police Chief shall receive life insurance coverage at the rate of 2.5 times their total compensation to the nearest \$1,000 to a maximum of \$250,000 as funded by the East Hartford Town Council.

***Flexible Spending Accounts:*** The Police Chief shall be able to participate in flexible spending accounts for dependent care and medical expenses.

**Motor Vehicle:** At the Mayor's sole discretion, the Police Chief shall have use of a Town of East Hartford motor vehicle provided that they follow and adhere to the Town of East Hartford's Motor Vehicle Use Policy.

**Training and Professional Development:** Maintain current budget level of \$2,500 for Chief's travel and training account.



## TOWN OF EAST HARTFORD

**TITLE:** Chief of Police

**LEVEL:** 13

**DEPARTMENT:** Police

**DATE:** 2/6/01

**POSITION DEFINITION:** Receives general direction from the Mayor. Plans, organizes, and directs the activities of the Police Department in accordance with the Town Charter and state statutes. Administers the department through subordinates in the functional areas of administration, operations, and internal affairs.

### **ESSENTIAL JOB FUNCTIONS:**

- Plans, organizes and directs police activities in the functional areas of administration, planning and research, investigation, and operations.
- Assigns work through the Deputy Chief of Police.
- Analyzes criminal and traffic incidence information.
- Prepares near-term and long range planning and strategy for police services.
- Conducts staff meetings to develop strategies to cope with criminal activity, traffic flow problems, and other police related activities.
- Coordinates and leads investigations of major crimes as needed.
- Oversees internal affairs investigations.
- Coordinates police activities with locals, state, and federal law enforcement agencies.
- Oversees the preparation of the annual departmental budget.
- Administers approved budget and revises operations to effect economies.
- Prepares specifications for, and recommends, purchase of equipment.
- Oversees establishment and maintenance of police records system.
- Administers reporting of statistical information to state and federal law enforcement agencies.
- Administers personnel regulations and collective bargaining agreements for the department.
- Oversees training and development programs for department employees.
- Coordinates recruitment of new employees with Personnel Department.
- Supervises and participates in final interview stage of prospective uniformed personnel.
- Administers traffic laws, including placement of traffic signals and signs.
- Services as Town Traffic Authority.
- Prepares narrative and statistical reports for the Mayor and the Town Council upon request.

### **ADDITIONAL JOB FUNCTIONS:**

- Coordinates security services and activities with private industrial and business firms.
- Organizes and manages special police services to private contractors, businesses, and members of the public.
- Services on regional, state, and police professional organizations to promote and enhance services to the community.
- Prepares written materials for, and speaks to, school groups, civic organizations, and private citizens on matters of law enforcement and public safety.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to apply principles of police science to define problems, collect data, establish facts and draw valid conclusions.
- Thorough knowledge of municipal police practices and procedures.
- Working knowledge of Connecticut criminal justice system.
- Administrative and executive ability to initiate, organize and follow through on municipal programs and projects.
- Working knowledge of labor relations practices and procedures.
- Ability to supervise.
- Ability to present ideas and policies to individuals, groups and the media.
- Ability to apply State, and Federal laws, Town Ordinances, Departmental policies, procedures, rules and regulations to determine necessary action.
- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to give clear, concise written and oral instructions and work effectively with staff, superiors and the general public.
- Ability to understand municipal operations and their budgetary impact.
- Must be able to access and process information contained in file records and computer databases.

### **PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:**

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain for inspection purposes.

### **JOB QUALIFICATIONS:**

The skills and knowledge required would generally be acquired with a Bachelor's degree in Criminal Justice, Police Science, or Public Administration, and three years experience at the command level of a major police division, or an equivalent combination of education and practical experience, including the command level experience.

### **LICENSING REQUIREMENTS:**

- Valid Motor Vehicle Operator's License.
- Current State of Connecticut Police Officer Certification per CGS 7-294d.

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.



# TOWN OF EAST HARTFORD

740 Main Street  
East Hartford, Connecticut 06108  
www.ci.east-hartford.ct.us

## APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

APPLICANT'S NAME (LAST, FIRST, MIDDLE)				
STREET ADDRESS	CITY/TOWN	STATE	ZIP CODE	HOW LONG?
TELEPHONE NUMBER (HOME)		TELEPHONE NUMBER		
		Work ( ) Cell ( )		
POSITION APPLIED FOR				
ARE YOU AT LEAST 21 YEARS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO		
AVAILABILITY: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME		DATE AVAILABLE FOR WORK		

### EDUCATION

Did you graduate from high school? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "No", highest grade completed: _____																
Name of high school: _____	Do you have a high school equivalency Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No																
Address: _____	Place HS equivalency was granted: _____																
List all colleges, business schools or technical schools you attended in chronological order, most recent listed first:																	
<table border="1"><thead><tr><th>School</th><th>Address</th><th>Course/Major</th><th>Degree/Certificate</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	School	Address	Course/Major	Degree/Certificate													
School	Address	Course/Major	Degree/Certificate														
List any licenses or certificates required for the position for which you are applying (e.g., CDL, nursing, engineering), including date of issue, issuing authority, expiration date and license/certificate number.																	
List any special courses, training programs or other training that is relevant to the position for which you are applying, including name and location where training was given, certificate received, if any, dates attended, subject of training, number of hours weekly (attach additional sheet if necessary).																	
List any office equipment or machinery you can operate that is relevant to the position for which you are applying.																	

RECRUITING INFORMATION How did you hear about this job? (Please check one)	<input type="checkbox"/> Newspaper Name of Newspaper: _____	<input type="checkbox"/> Community Agency Please give name: _____
	<input type="checkbox"/> Town Employee Name _____	<input type="checkbox"/> Internet name of website: _____
	<input type="checkbox"/> Referral Service Please give name: _____	<input type="checkbox"/> Other _____

List below, chronologically (most recent dates first) each place you were employed, omitting none (attach additional sheet(s) if necessary).  
Give correct, full addresses, and dates of non-employment in proper sequence. Include all part-time employment.

**YOU MUST COMPLETE THIS SECTION EVEN IF YOU ARE ATTACHING A RESUME**

**IMPORTANT:** May we contact your present employer? ☐ YES ☐ NO

Name of Employer		Job Title	
Address		City	State Zip Code
Dates of Employment:	Name and Title of Supervisor		Telephone Number
From _____ / _____ month year	Description of duties, responsibilities, and significant accomplishments:		
To _____ / _____ month year			
Salary:			
Starting \$ _____ per _____ Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Name of Employer		Job Title	
Address		City	State Zip Code
Dates of Employment:	Name and Title of Supervisor		Telephone Number
From _____ / _____ month year	Description of duties, responsibilities, and significant accomplishments:		
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Name of Employer		Job Title	
Address		City	State Zip Code
Dates of Employment:	Name and Title of Supervisor		Telephone Number
From _____ / _____ month year	Description of duties, responsibilities, and significant accomplishments:		
To _____ / _____ month year			
Salary:			
Starting \$ _____ per _____ Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Have you ever been discharged from a place of employment for cause?

☐ YES

☐ NO

If yes, please describe \_\_\_\_\_



**CERTIFICATION (READ CAREFULLY)**

I hereby certify that the information I have provided on this application, including any attachments, is true and complete. I understand that if I falsify, omit or misrepresent any information on this application, or during an employment interview, should I be granted one, I may be disqualified from the selection process or discharged from employment, whenever the falsification or omission is discovered.

I understand that all statements made on this application are subject to verification. I authorize all persons or organizations listed on this application, except my current employer if noted above, to provide the Town with any and all information they may have concerning my previous employment, personal history, education and any other subjects covered by this application, and hereby release them, the Town, and the Town's current and former agents and employees from liability for any harm resulting from the disclosure of such information.

I understand that this application is not an employment contract, job offer or guarantee of employment. I further understand that if I receive a job offer, it is conditioned on my satisfactory completion of a criminal history check, drug test, medical examination and any other conditions listed in the job offer letter.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## TOWN OF EAST HARTFORD CRIMINAL CONVICTION INFORMATION

You are required to list any criminal conviction, regardless of the nature, date or location of the conviction, except for minor traffic offenses or a conviction that has been erased under Connecticut law. Attach additional sheets of necessary.

The types of criminal records subject to erasure under Connecticut law are: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which you were found not guilty; and (e) a conviction for which you received a full pardon. If your only criminal record consists of items that have been erased under Connecticut law, then you are deemed never to have been arrested with respect to the erased proceeding and may swear so under oath.

This information will be made available only to the members of the Human Resources Department and to those persons interviewing the candidate.

A criminal conviction will not necessarily disqualify you from the application process, but will be considered as it relates to the position you are seeking and in light of any applicable state or federal law.

Date of Conviction	Offense	Location of Conviction (City and State)	Sentence	Date Sentence Completed

The information provided above is subject to all of the terms and conditions set forth in the certification on page 3 of the employment application form.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Position You Are Seeking

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date